

IDENTIFYING INFO

Name  
Address  
Phone, Email

SUMMARY (OPTIONAL)

Highly motivated and dynamic professional with over 25 years of experience within the HR disciplines that include, but are not limited to, training and development, program management, and programming, planning, budget and execution of resources. Proven experience collaborating with senior management to develop and implement effective programs in the Department of Defense.

ACCOMPLISHMENTS (IN CCAR MODEL)

Leading	CHALLENGE
Change	CONTEXT
	ACTIONS
	RESULTS

Leading  
People

.

Results  
Driven

Business  
Acumen

.

Building  
Coalitions

ACCOMPLISHMENTS (CONTINUED)

Leading Change	CHALLENGE CONTEXT ACTIONS RESULTS
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Leading  
People

Results  
Driven

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Building  
Coalitions

**WORK HISTORY (TYPICALLY DOES NOT EXCEED TEN YEARS UNLESS A SIGNIFICANT ACCOMPLISHMENT HAS OCCURRED)**

- Dates**                    **JOB TITLE, ORGANIZATION**  
                                 **AGENCY, CITY, STATE, GRADE (IF APPLICABLE), \$SALARY**  
                                 **SUPERVISOR & CONTACT INFORMATION**
- Descriptions may also be in the CCAR Model and may further demonstrate Executive Core Qualifications and Mandatory Technical Qualifications
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**EDUCATION**

DATES	DEGREE INFORMATION
SCHOOL NAME	CITY, STATE

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SCHOOL NAME	CITY, STATE

**TRAINING/PROFESSIONAL DEVELOPMENT**

DATE	COURSE TITLE, LEARNING INSTITUTION/TRAINING ORG
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**MANDATORY TECHNICAL QUALIFICATIONS NARRATIVE**  
**(NOT TO EXCEED TWO PAGES)**

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